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NOTE: PLEASE DO NOT MARK THESE NOTEBOOKS.

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GENERAL INFORMATION

TRANSPORTATION:

Capital Transit, R4 Potomac Park Bus - operates between 16th Street and K Street, N. W. and the R&S Building every 5 minutes during rush hours; every 16 minutes during the day. Allow 30 minutes for the trip in the morning -- longer at night.

Agency Shuttle Bus - first trip leaves North Building at 0800. Trip to Alcott Hall takes about 10 minutes. Last trip from Alcott Hall is at 1706.

PARKING

There is no space available for student cars in Agency parking lots. In order to find a parking space along Ohio Drive you must arrive before 0730 -- the earlier the closer to Alcott Hall.

EATING:

The Cafeteria in R&S is open from 0730 - 1145, Monday through Friday. The Snack Bar, 1st floor Alcott, is open 0800 - 1645, Monday through Friday. The Snack Bar in Quarters Eye is open on Saturday from 0815 - 1330.

TELEPHONE:

STAT Inform your office that you can be reached by telephone on Extension
STAT The secretary will promptly deliver a memorandum of a telephone call to you. Outgoing calls can be made from the telephone in Room 2201 and from Extension in the Library. Extension in the Library is reserved for the use of the Librarian. Office telephones are not to be used for long social conversations. Public telephones are located on the first floor at the foot of the stairs. STA
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TIME & ATTENDANCE:

STAT During your period of attendance at BIC, time and attendance records will continue to be kept by the Office to which you are assigned. Therefore, in case of illness or emergency, you should notify both your office and the secretary in Room 2204, Alcott Hall, Extension Except in the case of illness or emergency, no leave will be granted during the six-week course. STA
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PAY:

By special arrangement with Payroll, your pay check will be delivered on pay days to Alcott Hall. You may obtain it from the secretary in Room 2204.

DAILY SCHEDULE:

Working hours at EIC are the same as those throughout the Agency: 0830 - 1700. Lectures will begin promptly as scheduled and you are requested to be in your seat in ample time. Absence from Alcott Hall during study periods must be cleared with the Course Supervisor. There will be mid-morning and mid-afternoon breaks of approximately 15 minutes duration.

CLASSROOM PROCEDURE:

Please do not smoke during lectures. The classrooms are small and good ventilation is a problem. Confine your smoking to the breaks if possible, or at least don't light up until the discussion period following the lecture.

Do not bring food or beverages into the classroom. It makes house-keeping more difficult.

Student-teacher relationships at EIC are informal, but as a courtesy to guest speakers, and in order that you may be better heard, it is requested that you rise when addressing questions to the speaker during discussion periods.

SUPPLIES:

Supplies such as paper, pencils, classification stamps, etc. will be found in the supply cabinet. If you do not find what you need there, please ask the secretary in Room 2203 to procure it for you. Do not make such requests to the Librarian or to the staff of the training activity in Wing C.

Maps and other graphic materials may be procured from [] in Room 2203. Storage for such material is provided in the map cabinet in the Room 2102 in the drawer labeled "Student Maps." Do not leave maps or graphics in the classrooms or workrooms, even if they are unclassified.

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TYPEWRITER:

Please treat typewriters with care. Do not leave them on classroom tables, but replace them in their cases and return them to the workroom. Typewriters needing repair should be placed on the table in Room 2102.

CIA INTERNAL USE ONLY

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LIBRARY

Orientation in the use of the Library will be given by the Librarian early in the course. Remember that the Library is a place for quiet study and reading.

CIA INTERNAL USE ONLY

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SECURITY INSTRUCTIONS

1. Security Duty:

Two student security officers will be appointed for each working day. One will be designated as Security Officer, the other as Alternate Security Officer. The Security Officer will have complete responsibility during the entire day for the security of the classroom and the workroom. The Alternate Security Officer will assist the Security Officer and will assume responsibility for security during periods of absence of the Security Officer. If it is necessary for both assigned officers to be absent, the Security Officer will then designate an alternate from among the members of the class who will assume security responsibility. If no alternate is available, the classroom and the workroom should be fully secured.

At the conclusion of the working day (1700) the Security Officer, assisted by the Alternate Security Officer, will secure the classroom and the workroom and will fill out the Staff Duty Officer Check List, copies of which will be found on the clipboard next to the supply cabinet. Items to be checked are listed in section 2, Room Security. When the Check List is completed, it should be placed on the secretary's desk in Room 2204.

In the event that a student wishes to remain after 1700, the Security Officer will turn over security responsibility to the student remaining. A notation of this fact will be made on the Check List under Remarks and will be signed by both the Security Officer and the person assuming security responsibility. The Check List should then be completed and signed by the one who has assumed the duty at whatever time he secures the area. If several students remain after 1700, it may be necessary to repeat this turn-over procedure several times. Each time it should be noted in writing under Remarks. The last person in the area will then be responsible for final securing and completing of the Check List.

Any student assuming security responsibility after 1700 will also assume responsibility for a final check of the Library. The fact that the Library has been checked should be duly noted on the Check List.

If any students return in the evening, after the area has been secured, it will then be the responsibility of the last remaining person to fill out an additional Check List indicating that he has properly secured the area. It will also be the responsibility of the last remaining person on Saturday or Sunday to fill out a Check List.

2. Room Security:

The Security Officer, assisted by the Alternate Security Officer, will secure the classroom and the workroom at 1700 (or during the day if necessary) as follows:

- a. See that all material, classified or unclassified, has been properly stowed, including any classified wall charts.
- b. Erase blackboards.
- c. Shut windows.
- d. Police area thoroughly, removing waste, newspapers, coffee cups, cartons, etc., from desks and tables.
- e. Check wastepaper baskets for classified material.
- f. Lock all safes. These should be checked by both the Security Officer and Alternate Security Officer. The Alternate Security Officer will then initial the column on the Security Check Sheet labeled "Closed By" and the Security Officer will initial the column labeled "Checked By". On no occasion will anyone other than the Security Officer initial the "Checked By" column.
- g. Each day, sometime before 1400, the Security Officer should take the "Classified Waste" envelope from each safe and empty its contents in the classified waste bags in the vicinity of the guard's desk on the first floor.

3. Personal Security:

Each student is responsible for the following:

- a. To classify all notes properly.
- b. To dispose of all trash, except newspapers or luncheon waste, in the envelopes in each safe marked "Classified Waste".

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- c. To stow all materials properly when leaving the area. This normally will not be necessary during breaks in the lecture schedule when the classroom will be covered by one of the assigned security officers.
- d. To refrain from discussing the subject matter of the course outside the classroom, workroom, Library or staff offices. Discussions should not be held in the corridors, washrooms or the Snack Bar.
- e. To initial the Security Check Sheet on top of the safe in the "Opened By" or "Closed By" column at any time he may open or close a safe.
- f. To provide only the following information if, for a credit reference or some similar purpose, it is necessary to divulge connection with CIA:

Personnel Officer
2430 "E" Street, N. W.
Washington 25, D. C.

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Outline of Basic Intelligence Course (I) Part I

The Basic Intelligence Course (I) covers three main subjects: (1) the principles and methods of intelligence; (2) the national security organization of the U.S. Government; (3) world problems of intelligence interest, with emphasis on the Communist movement and the potential of the Soviet Bloc.

(1) The Principles and Methods of Intelligence. Consideration is given to the various types of intelligence activity and to the components of strategic intelligence. The intelligence cycle is explained, and the phases of collection, production, and dissemination discussed in detail. The importance of security in all aspects of intelligence work is stressed.

(2) The National Security Organization of the U. S. Government. The emphasis in this part of the course is on the organization, mission, and functions of the Central Intelligence Agency and the Intelligence Community generally. The role of CIA and the IAC agencies in relation to the National Security Council and the principal agencies concerned with national security is brought out.

(3) World Problems of Intelligence Interest, with Emphasis on the Communist Movement and the Potential of the Soviet Bloc. In brief surveys of the world areas, the major factors of importance to U.S. security are identified and the intelligence problems peculiar to each area are discussed. The theory and practice of Communism are examined, and the movement's development within and outside the U.S.S.R. is traced. The potential of the Soviet Bloc in fields of intelligence interest, such as the military, economic, and scientific, are discussed.

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SUBSTANTIVE COMPONENTS OF FOREIGN INTELLIGENCE

ECONOMIC

In presenting an over-all economic analysis, it is necessary to give an integral view of the structure of the economy, the pattern and direction of its development, and its capacity for adjustment to external and internal change; to define the significant aspects of each sector of the economy; to assess the part each plays in the total economic structure of the area; and to examine the factors which condition the scope and direction of the economic process.

A consideration of the strategic aspects of the economy should include:

1. The extent to which the country is or can readily become self-sufficient in its major requirements.
2. Its economic capacity for war in respect to natural resources, labor force and technical capabilities, and the degree of utilization of existing facilities.
3. The degree to which the economy is vulnerable to military attack.

ELEMENTS OF ECONOMIC INTELLIGENCE

I. AGRICULTURE AND FOOD

- A. Agricultural areas, production, and supplies.
- B. Fisheries: production and operation.
- C. Food consumption habits of the population.
- D. Forests and forest products.

II. FUELS AND POWER

- A. The position of fuels and power industry in the national economy.
- B. Supply and use patterns of various forms of energy: coal, oil, natural gas, hydroelectric power.

III. MINERALS AND METALS

- A. The position of the area's mineral and metal industries in the national and world economics.
- B. The relative importance of the industry in terms of its contribution to the national income, as an employer of labor, and as an investment area.
- C. Salient characteristics of the industry: extent of reserves; transportation factors; technological aspects of production and maintenance; government policies, etc.

IV. MANUFACTURING AND CONSTRUCTION INDUSTRY

- A. The following industries should be included:
 1. Industrial machinery and equipment; agricultural machinery.
 2. Motor vehicles.
 3. Aircraft production.
 4. Shipbuilding.

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IV. MANUFACTURING AND CONSTRUCTION INDUSTRY (CONTD)

5. Industrial and military explosives.
6. Guns, ammunition, and other military equipment and supplies.
7. Industrial chemicals and chemical fertilizers.
8. Agricultural processing.
9. Fibers, fabrics and rubber.
10. Residential, commercial, industrial and public works construction.

B. The salient features of each, as applicable, should be examined to determine:

1. Position of the industry within the country as an employer of manpower, as a contributor to national income, and as an investment area.
2. Ownership, integration, government policies, international agreements.
3. Dependence on foreign sources for raw materials and equipment.
4. Competitive position in domestic and foreign markets.
5. Technological status.
6. Capacity to meet normal requirements and potential increased demands.

V. TRADE AND FINANCE

A. Domestic trade and finance.

1. The place of wholesale and retail trade in the national economy, trade channels, practices, ownership, nature and degree of specialization.
2. Financial institutions and their structure.
3. Government finance and fiscal policy.

B. International finance and trade.

1. Balance of payments: debit and credit position.
2. Foreign assets and liabilities: position as international debtor or creditor.
3. Government policies, practices, and institutions relative to international trade and finance.

C. Government wartime financing.

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